

Donna L. Nelson
Chairman

Kenneth W. Anderson, Jr.
Commissioner

Brandy Marty Marquez
Commissioner

Brian H. Lloyd
Executive Director



Greg Abbott
Governor

Public Utility Commission of Texas

JOB VACANCY ANNOUNCEMENT

SUBMIT STATE OF TEXAS APPLICATION to:

PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701

Email: Recruiter@puc.texas.gov

Fax: (512) 936-7054

JOB TITLE: Attorney

JOB VACANCY NUMBER: 2016-06

DIVISION: Legal

SALARY: \$4,598.67 - \$6,000.00/month
(Commensurate with Qualifications)

SALARY GROUP: B23, B25

CLASS TITLE: Attorney III – IV

CLASS #: 3503, 3504

OPENING DATE: October 19, 2015

CLOSING DATE: Open Until Filled

HOURS PER WEEK: 40

ESTABLISHED WORK HOURS: 8:00 – 5:00 M-F
(Flextime may be available with supervisory approval)

FLSA*: Exempt

EEO CATEGORY: Professional

TYPE: Full-time ☒ Part-time ☐ Temporary ☐

*Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 per week.

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If college transcripts are required, they must be submitted with the application. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

GENERAL DESCRIPTION:

Perform complex legal work for the Legal Division related to electric, telecommunications, and water regulation. Primary duties involve the practice of administrative law, including, but not limited to, representing the public interest in contested cases before the State Office of Administrative Hearings (SOAH) and the Commission; providing legal and policy advice to agency staff and the Commissioners. Work under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Represent the public interest through advocacy of agency staff's positions in various contexts, including contested cases before SOAH and the Commission.
- Analyze issues related to electric power, telecommunications and water and sewer utilities; coordinate the development, preparation and presentation of agency staff recommendations and testimony in contested cases.
- Cross-examine expert witnesses who testify on behalf of parties involved in contested cases.
- Perform legal research and analysis as necessary, or as assigned; identify legal issues relating to Commission projects and contested cases; write memoranda, position statements, and briefs evaluating the law on these topics.
- Participate in arbitration proceedings under the Federal Telecommunications Act.
- Participate in rulemaking proceedings.
- Prepare, in conjunction with other divisions as necessary, reports as required by the legislature or Commission.
- Produce electric power, telecommunications and water and sewer utility information for the legislature.



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An Equal Opportunity Employer

- Respond to external inquiries and represent the Commission concerning Commission programs, electric power and telecommunications policies, and water and sewer issues.
- Advise agency staff and Commissioners on legal and policy issues.

REQUIRED MINIMUM QUALIFICATIONS:

Education And Experience:

- Graduation from an accredited law school with LLB or JD degree. ***Copy of college transcripts (official or unofficial) must be submitted with the State of Texas Application for Employment***, and;
- Licensed and eligible to practice law in Texas, and;
- Attorney III: Minimum of three (3) years legal work experience as a licensed attorney.
- Directly relevant regulatory work experience may be substituted for the legal work experience requirement.

Military Occupational Codes:

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

PREFERRED QUALIFICATIONS:

- Legal experience with electric, telecommunications, and/or water and sewer utility issues.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in the use of personal computers, specifically with Microsoft Word and Excel.
- Strong oral and written communication skills.
- Thorough knowledge of state laws regarding electric, telecommunications, and water and sewer utility regulation as well as administrative proceedings.
- Familiarity with federal laws regarding electric, telecommunications, and water and sewer regulation as applicable.
- Ability to identify, analyze and research complex legal issues.
- Ability to draft clear, well-founded legal opinions and briefs.
- Ability to work effectively with other staff members.
- Ability to articulate Legal Division's position before the Commission, SOAH, and in negotiations with opposing parties.
- Ability to exercise good judgment in handling complaints, inquiries, and the public.
- Ability to prioritize workload, work efficiently, and effectively utilize organizational skills.
- Ability to effectively represent the public interest as an administrative law attorney.
- Ability to understand difficult technical issues in areas such as engineering and accounting
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS:

- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.

- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.